



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

# REGIONAL PLANNER, DATA/GIS # 400 (Assistant/Associate Regional Planner)

**Hiring Range: Assistant - \$4,202 to \$5,463 per month**

**Associate - \$4,898 to \$6,369 per month**

**Open Until Filled - Application Deadline, Friday, May 14, 2010**

This limited term position is an at-will position that will be available July 1, 2010. The position is funded for one year, and may be extended beyond one year depending upon available funding. The position reports to the Manager of Research, Analysis & Information Services within the Land Use & Environmental Planning Department.

This position will be required to perform a variety of professional level work in direct support of the Regional Transportation Plan (RTP), and Sustainable Communities Strategy (SCS), including administrative and coordination functions. The RTP provides Southern California with a transportation vision through the year 2035 and provides a long-term investment framework for addressing the region's transportation and related challenges.

### Essential Duties

- Provide analytical expertise in the development of the Regional Transportation Plan (RTP), Sustainable Communities Strategy (SCS), and other SCAG mandates and initiatives. This will be accomplished by providing GIS spatial analyses, producing maps, managing and updating GIS data, and programming expertise SAS.
- Assist in the coordination of department budgets, budget amendments, progress reporting, OWP development and other administrative matters requested by the Division Manager and the Department Director.
- Provide support in all aspects of the acquisition, development and dissemination of the agency's data and information about the Southern California region.
- Assist division staff in the development and implementation of data administration policies.
- Assist division staff in model/tool development activities, including integrated land use/transportation model, activity based model, and Greenhouse Gas sustainability tool.
- Lead in the fulfillment of data/information request from SCAG staff, SCAG member agencies, other public agencies and the general public.
- Determine the scope of socio-economic and planning research to be undertaken and establish the appropriate research methodology.
- Research and develop interactive GIS tools and promote use of technology (e.g. SCAG website)
- Work closely with partner agencies and the public.
- Represent SCAG at regional and statewide meetings regarding the RTP.

### Ideal Candidate Qualities

- Experience using SAS and other computer programming languages
- Experience in GIS spatial analysis
- Strong background in statistics
- Expertise using ArcGIS 9.3, ArcCatalog, etc.
- Experience in Geocoding
- Experience in the review and update of local general planning, and existing land use parcel data
- Experience and working knowledge of General Plans Land Use Elements, Zoning Elements, etc.
- Experience in public outreach activities with sub regions, local jurisdictions, and major stakeholders
- Strong computer knowledge and skills including the entire Microsoft suite
- Familiarity with school enrollment, housing prices, building permits, InfoUSA, General Plan, land use and parcel level data
- Familiar with GIS based scenario planning tools
- Experience in research activities related to urban and regional planning and policy
- Strong written and verbal communications skills
- Ability to handle various assignments at the same time

### Essential Qualifications

**Education:** Bachelor's degree from an accredited college or university with major course work in urban and regional planning, public administration, transportation planning, geography, economics, statistics or a related field. A Master's degree may substitute for one year's experience.

**Experience and Training:** **Assistant:** One year of professional urban or regional planning experience that includes extensive experience working GIS and data analysis. **Associate:** Two years of professional urban or regional planning experience that includes extensive experience working GIS and data analysis.

**Knowledge of:** Advanced statistical concepts, research and methodology, theories, principles and practices of urban planning and development; methods and techniques of effective technical report preparation and presentation; recent developments, current literature and sources of information related to regional planning, urban growth and development; project management principles and concepts, Federal and State regional planning laws and regulations.

**Ability to:** Adapt and apply formal research methods and principles to research urban and regional planning and related issues of an applied practical nature; select and interpret socio-economic data; analyze and design socio-economic data and application systems; communicate effectively to individuals and groups related to the area of socio-economic research and planning; prepare and present technical socio-economic reports and planning research.

#### **APPLICATION AND SELECTION PROCEDURE**

Applicants **must** submit a completed SCAG application and resume to:

##### **Southern California Association of Governments**

Attn: Human Resources Office  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 236-1931  
(213) 630-1493 fax  
[www.scag.ca.gov](http://www.scag.ca.gov)

#### **EMPLOYMENT INFORMATION**

- Qualified applicants will be invited to participate in the selection process based on the application and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, written examination, and oral board interview.
- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees in limited term assignments serve no probationary period and do not accrue seniority. This is an at-will assignment and employees can be discharged at any time.

#### **EMPLOYEE PROGRAMS AND BENEFITS**

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$800/month towards insurance premiums with the cost difference paid out in cash. Life insurance, in the amount of \$50,000 is provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the California Public Employees' Retirement System (CalPERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care, and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health, dependent care, and parking.

- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$230 towards monthly bus pass, vanpool, or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

#### **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure, and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of over 15 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the LA Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.